

**Milford Water/Wastewater Commissioners’
Meeting Minutes
November 22, 2016**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Commissioner
David Boucher, Director & Videographer
Evelyn Gendron, Recording Secretary

Call to Order

Chairman Courage called the meeting to order at 6:14 p.m.

Press and Public Comments – None

Decisions/Approvals

Approval of Minutes – Upon motion made by Vice-Chairman Putnam, seconded by Commissioner White, it was unanimously voted 3/0 to approve the minutes of the November 8, 2016 commissioners’ meeting as presented.

Certificate of Substantial Completion – UV Disinfection Upgrade/Penta Corporation – Upon motion made by Vice-Chairman Putnam, seconded by Commissioner White, it was unanimously voted 3/0 to approve the substantial completion paperwork, as recommended by Director Boucher and signed previously by Underwood Engineers and Penta Corporation. Chairman Courage signed three copies of the subject project paperwork which includes the punch list of remaining work.

RSA 91-A:3, II(d) Land Upon motion by Vice-Chairman Putnam at 6:20 p.m. to enter into non-public session for the purpose of discussing land, seconded by Commissioner White, the motion unanimously passed 3/0. At 7:20 pm the commissioners returned to public session. Chairman Courage announced that the non-public meeting minutes were sealed and one decision was made.

J. Lawrence Hall, Pay Request #3 – HVAC Upgrade – Upon motion made by Vice-Chairman Putnam, seconded by Commissioner White, it was unanimously voted 3/0 to approve the Pay Request #3 as presented and based upon Director Boucher’s recommendation. Chairman Courage signed three copies.

Wilton 2015 Adjusted Cost of Operations – Following review /discussion of the Finance Department’s final 2015 year end reconciliation of Wilton’s annual proportional capital costs, bonds, collection system operational expenses, percentage of annual flow, and the partial payments received to date, the motion was made by Vice-Chairman Putnam, seconded by Commissioner White to invoice the Wilton Sewer Commission the \$7,647.00 for the 2015 adjusted cost of operations as calculated and presented by the Finance Department. Motion passed 3/0. Director Boucher will advise the WSC Chairman to expect the detailed invoice.

Updated Water & Sewer Entrance Fee Calculations – Director Boucher distributed the memo prepared by Mr. Jack Sheehy, Director of Financial Operations, dated November 21, 2016 which explained the 2015 year end values of the water and sewer system is complete; the entrance fees need to be updated as follows:

	<u>Current Fee</u>	<u>Revised Fee</u>
Water Entrance Fee - Residential	\$1,267.78 per unit	\$1,215.10 per unit
Water Entrance Fee – Commercial	\$8.21 per GPD	\$7.86 per GPD
Sewer Entrance Fee – Residential	\$1,723.89 per unit	\$1,635.65 per unit
Sewer Entrance Fee – Commercial	\$12.79 per GPD	\$12.11 per GPD

Vice-Chairman Putnam’s motion to adjust and revise the water/sewer entrance as recommended by the Milford Finance Director for new customers connecting to the water distribution and sewer system was seconded by Commissioner White following his review of the financial details. The motion unanimously passed 3/0.

Sewer Abatement Request: Pool Fill Credit – 24 Crosby Street – Chairman Courage motioned to approve this sewer abatement request in the amount of \$32.34 for a pool fill credit, calculated as 735 cubic feet. Vice-Chairman Putnam seconded the motion. All voted in favor. Motion unanimously passed 3/0.

U.V. Disinfection System Upgrade – Change Order #2 – Upon motion by Vice-Chairman Putnam, seconded by Commissioner White, the motion unanimously passed 3/0 to approve this time and materials change order #2 with a net increase of \$69,696.13, pertinent to the necessary main pump station emergency generator electrical connections, which will be reflected in the next Penta Corporation Pay Requisition.

Discussion/Information Items

Septage Receiving Facility Review: Bond, Revenue & Expense Tabulation – Director Boucher distributed a summary of septage revenue and the annual bond fees for years 2014, 2015 and 2016 (through October 2016). The septage revenue well exceeds the \$44,278 septage bond fees for 2014, 2015 and 2016. Septage Receiving Facility expense categories include Grit Screening Disposal, Odor Control Supplies, Sludge Disposal, Copper Reduction Chemicals, Building Maintenance, Lab/Billing Administration Cost, and Building Heat/Energy Costs. The SRF was completed in 2013. Mr. Putnam is curious of the delta between the septage revenue/expense figures before/after the SRF existed. Prior to the SRF, only septage from Milford and Wilton was received, as compared to septage from several communities being accepted now. Concerns of the septage receiving process continue to be controlling offensive odors in East Milford and not exceeding NPDES copper limitations. Mr. Boucher said the overall septage revenue has been covering septage processing expenses.

2017 Water Utilities Budget – Additional pricing is expected for the sewer flusher. Chairman Courage reiterated that prices will not be shared when quotes are received—bids are to be received sealed, and will be formally opened by the commissioners during a meeting. The demand for water purchased from Pennichuck will decrease due to seasonal change; hydrant flushing will be completed next week.

Activities Report – Business as usual; no red flags. Slip lining crew is still on the road. Hydrant flushing has taken longer this year.

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Miscellaneous Discussion Topics – Well exploration was discussed via a phone interview with Ms. Kathy Cleveland, Milford Cabinet.

Adjournment: At 7:49 p.m. Vice-Chairman Putnam made the motion to adjourn the meeting, seconded by Commissioner White. All voted in favor.

Future Appointments/Meetings: **Tuesday, December 6, 2016 at 6:00 p.m.** held at the Water Utilities Department, 564 Nashua Street.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date